

JOIN OUR TEAM



Life Well Learned.

MBCI Donor Engagement & Alumni Coordinator Full Time

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MBCI is a Christ-centered middle and secondary school, equipping students to learn, love, and engage with the world. We provide an education focused on learning, growth, faith in Jesus Christ, leadership and community, helping students acquire the tools and develop the character to live a Life Well Learned.

We are seeking someone who is passionate about furthering the vision and mission of MBCI.

The Donor Engagement & Alumni Coordinator will possess strong communication and administrative skills and embrace the collaborative nature of our team of staff.

We invite applicants who are committed to Christ-centered education rooted in Anabaptist teachings and who enjoy engaging with our broader community of supporters and alumni and inviting others to join in support of MBCI's vision.

Key Responsibilities

Lead the planning and implement milestone alumni reunions.

- Manage and grow an assigned donor portfolio.
- Partner with the Director of Advancement to design and implement alumni engagement strategies.
- Maintain accurate and timely donor records within the CRM.
- Coordinate logistics and donor experience for Advancement events.
- Support strategy and execution of the monthly giving program.
- Proactively invite alumni and donors to campus experiences, including tours, student showcases, classroom visits.
- Collaborate with the Advancement team on annual fundraising priorities and campaign initiatives.

Qualifications

- A Christian person with active church involvement.
- Willingness to abide by the MB Confession of Faith.
- Bachelor's degree in Communications, Business, Nonprofit Management, Marketing, or related field
- 2-5+ years of experience in fundraising/ advancement with demonstrated success in donor relationship management.
- Experience working with a CRM/database (e.g., Raiser's Edge, Salesforce, Bloomerang)

This is a full-time position,
Hours are 4:00 pm - 12:30 am Monday to Friday.

How to Apply

Please forward the following documents,
via email to principal@mbci.mb.ca

- Resume
- Statement of faith (one page)

We thank all candidates for their interest, however only those selected for an interview will be contacted. The position will be filled as soon as a suitable applicant is found.